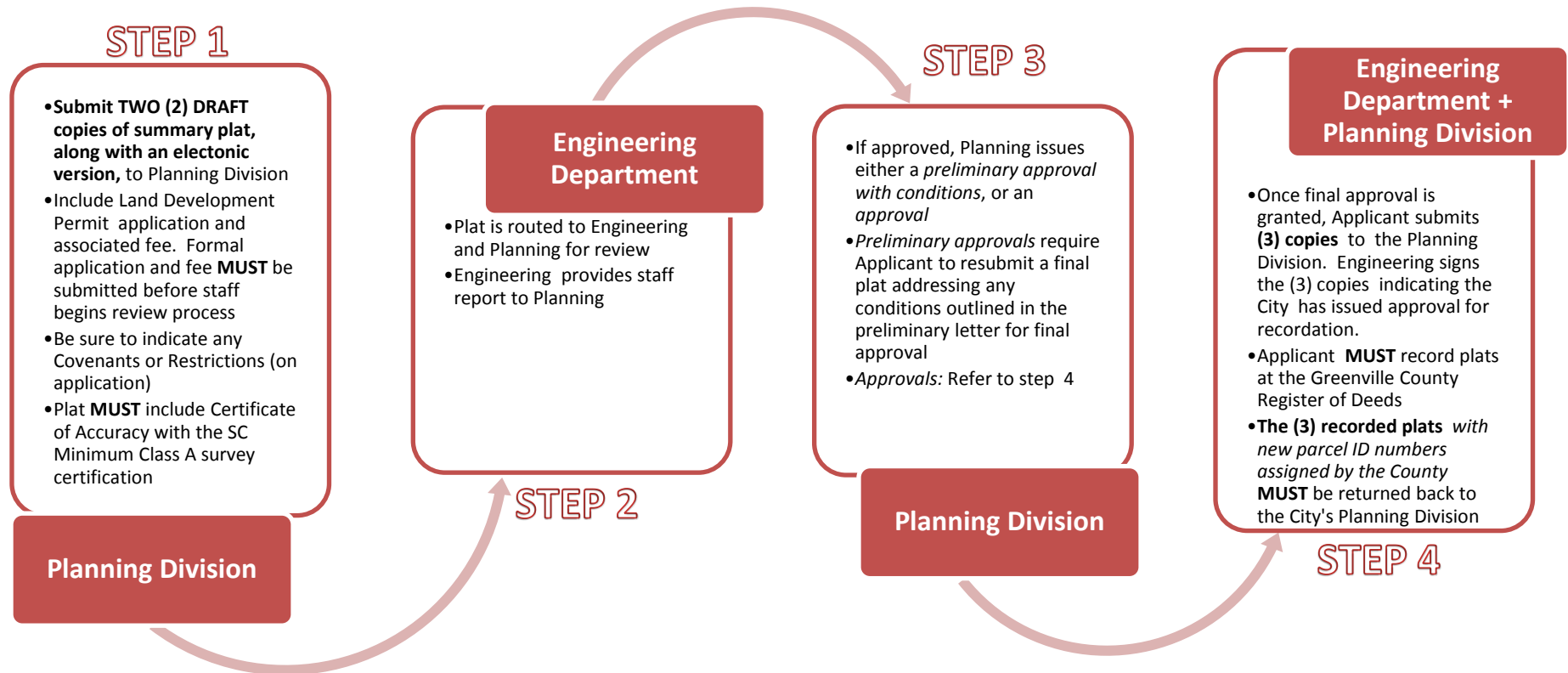


## SUMMARY PLAT FOR MINOR SUBDIVISION SUBMITTAL PROCESS (Administrative)



### REMEMBER

- Summary plat applies to *minor* subdivisions that do not require infrastructure improvements
- Do not include setbacks on summary plat due to future potential changes
- Building permits will **NOT** be issued until recorded plats with *established tax map numbers for the new parcels* are returned to the City's Planning Division



## APPLICATION FOR LAND DEVELOPMENT PERMIT

Contact Planning & Development (864) 467-4476

### Office Use Only:

Application# \_\_\_\_\_ Fees Paid \_\_\_\_\_  
Date Received \_\_\_\_\_ Accepted By \_\_\_\_\_  
Date Complete \_\_\_\_\_ App Deny Conditions \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

\*Indicates Required Field

#### APPLICANT

#### PROPERTY OWNER

*Name:		
*Title:		
*Address:		
*Phone:		
*Email:		

### PROPERTY INFORMATION

\*STREET ADDRESS \_\_\_\_\_

\*TAX MAP #(S) \_\_\_\_\_

\*ZONING DESIGNATION \_\_\_\_\_

\*# ORIGINAL LOTS \_\_\_\_\_ \*TOTAL ACREAGE \_\_\_\_\_

\*# PROPOSED LOTS \_\_\_\_\_ \*TOTAL ACREAGE \_\_\_\_\_

### INSTRUCTIONS

1. Please refer to **section 19-2.3.13, Land Development**, for additional information.
2. All applications and fees (made payable to the City of Greenville) for land development permits must be received by the planning and development office no later than 5:00 pm of the date reflected on the attached schedule.
  - A. Minor Subdivision – (2 lots) \$300.00 - Summary Plat review, *administrative review*
  - B. Major subdivision – (3-10 lots) \$300.00 - Preliminary Plat review, *public hearing required*
  - C. Major subdivision – (11+ lots) \$550.00 - Preliminary Plat review, *public hearing required*
  - D. Multifamily development \$550.00 - *public hearing required*
3. The staff will review the application for “sufficiency” pursuant to Section 19-2.2.6, Determination of Sufficiency. The staff will contact the applicant to correct any deficiencies which must be corrected prior to placing a land development application on the planning commission agenda. You are encouraged to schedule an application conference with a planner who will review your application for “sufficiency” at the time it is submitted. Call (864) 467-4476 to schedule an appointment.
4. Land development applications require a public hearing before the planning commission and must be posted at least 15 days (but not more than 18 days) prior to the scheduled hearing date.
5. Subdivision Plat format and content requirements are reflected in the Administrative Manual at Appendix ‘F’.
6. Multifamily Development plan format and content requirements are reflected in the Administrative Manual at Appendix ‘H’. The information shall include at a minimum:
  - a. Completed application for land development permit;
  - b. Context map, showing relationship of proposed development to the surrounding neighborhood;

- c. Photographs of surrounding area;
- d. Site plan, showing building(s) footprint, parking lot layout, pedestrian and vehicular access, internal walkways, amenities (i.e. Pool, playground, picnic area, etc.), and service areas (i.e. Dumpster pad/trash collection area, HVAC units, car wash area, etc.);
- e. Grading plan, showing existing and proposed topographic contours, storm drainage collection facilities, existing and proposed retaining walls (with top-of-wall and bottom-of-wall elevations for at least the ends of the walls and the high point of the walls);
- f. Building elevations, of all sides of the building(s), with exterior materials and colors indicated;
- g. Plan showing elevation of proposed buildings in relation to adjoining structures;
- h. Building floor plans;
- i. Landscape plan, showing existing vegetation that will remain and the new plants to be added; and
- j. Lighting plan, showing location of light fixtures (on the site and on the building), cut sheets of the proposed light fixtures, and wattage.

**Please verify that all required information is reflected on the plan(s). Please submit two (2) paper copies and one (1) electronic version of the plan(s).**

7. Please read carefully: The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition the applicant affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

8. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** \_\_\_\_ or **is not** \_\_\_\_ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

<b>*Signatures</b>	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	

STOP: To be filled when application submitted to Planning & Development (excluding Minor Subdivisions)	
	'Public Hearing' signs are acknowledged as received by the applicant
	Received information for public meeting
	Received information for materials board requirements

APPLICANT SIGNATURE \_\_\_\_\_